

**CHAPTER 4 – PROCUREMENT OF ARCHITECTURAL & ENGINEERING SERVICES**

**1.0 Eligibility Requirements and Procedures for Architectural and Engineering Services.**

1.1 To be eligible to perform architectural services (K.S.A. 75-1251 and K.S.A. 75-1258) on state construction projects, the entity (firm) performing such services must meet the following conditions:

1.1.1 The entity, whether individual, firm, partnership, corporation, association or other legal entity is permitted by law to practice the profession of architecture in Kansas;

1.1.2 The entity maintains an office in Kansas managed by one or more architects who are licensed by the board of technical professions and performs the actual work for the project in Kansas;

1.1.3 The entity has general professional liability insurance or specific professional liability insurance adequate for the project.

1.2 To be eligible to perform engineering services (K.S.A. 75-5802) on state construction projects, the entity (firm) performing such services must meet the following conditions:

1.2.1 The entity, whether individual, firm, partnership, corporation, association, or other legal entity is permitted by law to practice the profession of engineering and provide engineering services in Kansas. (K.S.A. 74-7003);

1.2.2 The entity has general professional liability insurance or specific professional liability insurance adequate for the project.

**2.0 Annual Statement of Qualifications.**

2.1 The secretary of administration annually encourages firms engaged in the lawful practice of architecture and engineering to submit a statement of qualifications [SOQ] and performance data. A request for statements of qualifications is published each December in the Kansas Register.

2.2 The SOQ document to be used is SF330, Part II, available on the Internet. The address can be obtained from Division of Facilities Management (DFM). Supplemental information regarding each firm may also be included.

2.3 The following is a list of items regarding clarifications on document SF330 Part II:

2.3.1 Each Kansas firm is required to fill out a form for each office that is located in Kansas.

2.3.2 Section 1, Solicitation Number, not applicable.

2.3.3 Section 2a, Firm (or branch office) Name, should indicate whether the office address in 2b is the firm office or is the branch office by circling either firm or branch.

2.3.4 Section 4, DUNS Number, is optional.

2.3.5 Section 5a, Small Business Status, is optional.

2.3.6 Section 6b, Telephone Number, should include the office's telephone and fax numbers.

- 2.3.7 Section 9c(1), Number of Firm Employees, should indicate the entire number of employees for all office locations. Employee numbers should be updated for each submittal.
- 2.3.8 Section 9c(2), Number of Branch Employees, should indicate the total number of employees for the office's address given in Section 2b. Employee numbers should be updated for each submittal.
- 2.3.9 Section 10c, Revenue Index Number, is optional.
- 2.3.10 Section 11, Annual Average Professional Services Revenues of firm for last 3 years, is optional. If the firm chooses to fill out this section, change the words "Federal" to "state" and indicate the firm's revenues for state work and non-state work.
- 2.3.11 Section 12b, Date, should be current.
- 2.3.12 Section 12c, Name and Title, should be legible.
- 2.4 All completed SOQ documents and supplemental information received by DFM will be filed and made available to the State Building Advisory Commission (SBAC) and Architectural and Engineering Negotiating Committees. Requests for public viewing should be addressed in writing to the Director of the Division of Facilities Management, in accordance with the Kansas Open Records Act, <http://da.state.ks.us/purch/KSOpenRecAct.htm> (K.S.A. 45-215 et seq)
- 2.5 Eligible firms, which have never sought State work, are encouraged to contact DFM regarding the State's eligibility, qualification, nomination and selection procedures and policies.
- 3.0 Announcement of Architectural and Engineering Services.
  - 3.1 Upon receipt of a written program statement and draft advertisement from a state agency of a project which has been funded and approved by the Kansas Legislature, DFM will submit an advertisement to be published in the Kansas Register requesting proposals from architectural and engineering firms interested in the project. The Kansas Register is the only official publication where all requests for architectural and engineering services for state-funded building construction projects are announced.
  - 3.2 The Kansas Register is published every Thursday by the Kansas Secretary of State and is available in many libraries throughout the state. Subscriptions to the Kansas Register may be obtained by contacting the Kansas Secretary of State at 785.296.3489, or by e-mail at [kansasregister@kssos.org](mailto:kansasregister@kssos.org), or on the internet at <http://www.kssos.org>.
- 4.0 Submittal Requirements for Architectural and Engineering Services.
  - 4.1 When requests for architectural and engineering services are advertised in the Kansas Register, all qualified firms are encouraged to submit proposals to the SBAC indicating their interest in being selected to provide the advertised services. DFM will receive, review and deliver all submittals to the SBAC. Improper and late submittals will be noted and delivered to the SBAC but may not receive consideration.
  - 4.2 Each proposal for advertised services is to contain a brief letter of interest; a completed SF330 Part I document; any photographs or information relevant to the advertised services; and information specifically requested in the advertisement. An SF330 Part II document, for each proposing firm and each consulting firm should be included at the end of each proposal. Both documents should be filled in completely, denoting "N/A" where information requested is not applicable.

- 4.3 Submittals of proposals for advertised services should consist of five (5) sets of the proposal and one electronic copy of the entire proposal in one PDF file. Each non-electronic proposal is required to be bound with a plastic or spiral binder, stapled, or submitted in a loose-leaf binder. The .PDF file of the entire proposal shall be submitted on a CD accompanying the five proposals.
- 4.4 Each proposal shall be limited to forty (40) pages of **readable surfaces** and may be double-sided. Covers, separation tabs and SF330 Part II documents do not count toward the forty (40) page readable surface limit. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit.
- 4.5 The following is a list of items regarding clarifications on document SF330 Part I:
  - 4.5.1 Title and Location (City and State), use title and location in the *Kansas Register* advertisement.
  - 4.5.2 Section 2, Public Notice Date, not applicable.
  - 4.5.3 Section 3, Solicitation or Project Number, not applicable.
- 5.0 Nomination of Qualified Architectural and Engineering Firms.
  - 5.1 The State Building Advisory Commission shall nominate at least three (unless fewer are received) and not more than five firms. The following factors may be used:
    - 5.1.1 performance on state work,
    - 5.1.2 prior experience with projects of similar type, size and cost that was advertised,
    - 5.1.3 design experience, including industry and design awards
    - 5.1.4 production quality, current workload for all clients, and ability to manage and meet state deadlines,
    - 5.1.5 experience and working relationships with clients, contractors, consultants, associates and/or joint venture partners,
    - 5.1.6 capability of providing services at the location of the project,
    - 5.1.7 ability to provide accurate and relevant cost estimates and control project costs within the given budget,
    - 5.1.8 construction administration services,
    - 5.1.9 factors required by specific project programs,
    - 5.1.10 proper submission of proposals.
  - 5.2 The nominated firms shall be submitted to the negotiating committee, without any recommendations of preferences. All firms submitting proposals for advertised projects will be notified of the SBAC's nominations.

**END OF CHAPTER 4**